

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: August 15 - 17, 2001

Classification Title: Associate Administrative Analyst
(Accounting Systems)

CBID: R01

Job Analysis Conducted By:

Lisa D. John, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Positions
Report dated May 31, 2001 there are 16 positions in this
classification.

Subject Matter Expert:

Paul Thatcher	Senior Administrative Analyst (Accounting Systems) Accounting Policies and Procedures Section
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Judy Parker	Staff Administrative Analyst Inmate Trust Fund
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The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING

The initial list of task statements and the initial list of knowledge, skills, and abilities statements were identified after conducting a literature review consisting of the following:

- Personnel Examining Section History File
- Personnel Operations History File
- Personnel Operations Analyst's File
- Duty Statements from Accounting Policies and Procedures Section. The Associate Administrative Analyst (Accounting Systems) classification is utilized at headquarters only.
- Job Opportunity Bulletins from various departments obtained through State Personnel Board's internet VPOS.
- Other state government websites: Arizona (WRIPAC member), Delaware, Vermont
- State Personnel Board job specification